NOVEMBER/DECEMBER 2024

23USMA25/23USCS23/23USMC25/ 23UECP23A/23USIM23/23ISIT24 — OFFICE AUTOMATION (SEC III)

Time : Three hours Maximum : 75 marks

SHANMUGA INDUSTRIES ARTS & SCIENCE COLLEGE LIBRARY

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Outline the term secondary memory.
2. List out the output devices.
3. Define word processing.
4. What is footer?
5. Define spreadsheet.
6. Show the formula in excel.
7. Define chart.
8. List out the uses of piechart.
9. Demonstrate how to run the slideshow.
10. How to set timer in slideshow?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Extend your view on computer software.

Or

(b) Compare and contrast the different types of OS.

12. (a) Write the steps for format text in a document.

Or

(b) Demonstrate to prepare for set headers and footers.

13. (a) Explain the procedure of entering and copying data in excel sheet.

Or

(b) Analyze the steps involved in formatting data in excel.

14. (a) Write and explain the steps in format and print charts.

Or

(b) Write notes on data analytics.

15. (a) Elaborate the features of power point.

Or

(b) Analyze the steps involved in insert objects in powerpoint.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the concept of Programming languages.

17. Analyze the steps involved in design of mail merge.

18. Sketch out user view of navigating objects in excel.

19. Describe the working of different types of charts with a neat diagram.

20. Elaborate the process of slide transition and animation effects.

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